

For: State Offices and Service Centers

New Web-Based System for Hard White Wheat Incentive Program (HWWIP)

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

A web-based system has been developed for County Offices to enter data from 2003 HWWIP CCC-490 manual applications.

B Purpose

This notice provides procedure for entering manual CCC-490 data into the automated CCC-490 using the new Intranet-based web application through the FSA Intranet. The web-based HWWIP system will allow:

- FSA Intranet access to the web-based CCC-490 through Microsoft IE
- County Offices to enter manual CCC-490 data into the web-based CCC-490.

To use the HWWIP web-based application, each County Office must have:

- properly installed AS400 Release No. 22 and System 36 Release No. 519
- a producer-signed and COC-approved manual CCC-490 from which to enter data into the web-based CCC-490.

Important: Employees responsible for entering this information will need their WebCAAF ID's and passwords. The WebCAAF ID is the employee's original ICAMS ID. The password is the original ICAMS password. If the password has been changed for ICAMS, and the employee no longer knows what the original password was, call the National Help Desk at 800-255-2434 to have the password reset.

Note: HWWIP payments processing procedure will be provided in a forthcoming 1-DCP amendment.

Disposal Date	Distribution
April 1, 2004	State Offices; State Offices relay to County Offices

9-16-03

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2 Program Requirements

A System 36 Required Activity

Before entering data into the CCC-490 web-based application, the user must sign in on the System 36 and follow the procedure in this table. If a multi-county office, complete this procedure for each county with hard white wheat.

Step	Action
1	On Menu FAX250, ENTER "3" or "4", to select the appropriate county
2	On Menu FAX07001, ENTER "11", "PFC/DCP/Compliance".
3	On Menu M00000, ENTER "3", "Acreage and Compliance Determinations".
4	On Menu MEA000, ENTER "8", "2003 Crop Year".
5	On Menu MEAL00, ENTER "13", "Summarize FSA-578 Hard White Wheat".

Note: Option 13 on Menu MEAL00 builds the A.ME.W3M, Hard White Wheat Summary File. The hard white wheat acreage and share data in this file is used to pre-fill applicable fields in the web-based CCC-490. A HWWIP applicant **must have** share and acreage data on CCC-578.

Important: This process should be run whenever additions or modifications are made to a FSA-578 in the System 36 which includes hard white wheat acreage. Re-running this process updates the Hard White Wheat Summary File.

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2 Program Requirements (Continued)

B Examples of System 36 Screens

This is an example of Menu FAX07001 with option "11" "PFC/Compliance" selected.

047-MERCED (TOM MOORE)		FAX07001	
Application Selection Menu		Version: AC25 09-11-2003 07:17 Term #2	

Option	Application	Option	Application

1	Accounting	10	Other Programs/Administrative Processes
2	Administrative	11	PFC/Compliance
3	County Office Work Measure-ment / Fund Allocation	12	Personnel & Payroll
4	Configuration Management	13	Price Support
5	Conservation	14	Security Control
6	Common Routines	15	* Training
7	Queue Files for Transmission	16	Universal Producer Inquiry Function
8	Initial Data Load	17	Farm Loan Programs
9	Common Provisions		
Select the application you wish to use and enter the appropriate option: 11			
* - This application has been disabled and is not available for your use			
Cmd3=Office Selection		Cmd7=Primary Selection Menu	

This is an example of Menu M00000.

COMMAND	M00000
PFC/DCP/Compliance Menu	

1. NAP and Disaster	
2. Farm Records Management	
3. Acreage and Compliance Determinations	
4. Production Flexibility Program	
5. PFC/DCP/Compliance Reports	
6. Displaywrite 36 and Query 36 Reports	
7. Loss Adjuster Processing	
8. Unit Maintenance	
9. Payment-In-Kind and Other Programs	
10. Direct and Counter-Cyclical Program	
21. Return to Application Selection Screen	
23. Return to Primary Selection Menu	
Cmd 3 - Previous Menu	
Ready for option number or Command	
3	

2 Program Requirements (Continued)

B Examples of System 36 Screens (Continued)

This is an example of Menu MEA000.

COMMAND	MEA000
Compliance - Acreage and Compliance Determinations Year Menu	

<ol style="list-style-type: none"> 1. 1996 Crop Year 2. 1997 Crop Year 3. 1998 Crop Year 4. 1999 Crop Year 5. 2000 Crop Year 6. 2001 Crop Year 7. 2002 Crop Year 8. 2003 Crop Year 20. Return To Application Primary Menu 21. Return To Application Selection Screen 22. Return To Office Selection Screen 23. Return To Primary Selection Menu 24. Sign Off 	
Cmd3=Previous Menu	
Enter option and press "Enter".	
8	

This is an example of Menu MEAL00.

COMMAND	MEAL00	BU
Compliance - 2003 Acreage and Compliance Determinations Menu		

<ol style="list-style-type: none"> 1. Select Predominant Crops and Set Crop Defaults (2-CP) 6. Load Acreage Data (2-CP) 7. Summarize FSA-578 Data Peanuts and Tobaccos 8. Farm Inspection Selection (2-CP) 9. Compliance Determinations (2-CP/4-CP) 10. Reports (2-CP) 11. Flue Cured Revisions and Adjustments of Allotments/Quotas 12. Transfer of Burley Quota by Lease 13. Summarize FSA-578 Hard White Wheat 19. Digital Compliance 20. Return to Application Primary Menu 23. Return to Primary Selection Menu 24. Sign Off 		
Cmd3=Previous Menu		*=Option currently not available.
Enter option and press "Enter".		
13		

2 Program Requirements (Continued)

C Action Before Entering Data in Web-Based CCC-490

County Offices shall ensure that all requirements in the HWWIP manual application process have been met, including COC approval of CCC-490, **before** data is entered in the web-based application. The web-based CCC-490 is programmed according to the manual CCC-490.

D Accessing HWWIP Website

Enter the HWWIP website address through the link provided in Web Application Transmittal No. 26. The process for entering the CCC-490 information is now a web-based system.

Note: Employees responsible for entering this information will need their WebCAAF ID's and passwords. The WebCAAF ID is the employee's original ICAMS ID. The password is the original ICAMS password. If the password has been changed for ICAMS, and the employee no longer knows what the original password was, call the National Help Desk at 800-255-2434 to have the password reset.

On HWWIP State County Code Screen enter the user's Payrolling State/County Code (must be 5 digits), and PRESS "Submit".

The screenshot shows a web browser window titled "Hard White Wheat Main Page - Microsoft Internet Explorer". The page header includes the "Farm Service Agency Online" logo and the title "Hard White Wheat Incentive Program". Navigation links for "E-Forms", "CONTACT US", "Search", "Local Offices", and "USDA Home" are visible. An "Accessibility Statement" link is also present. The main content area features a "State County Code:" label, a text input field, and a blue prompt "(Enter the five digit State County Code)". Below the input field are "Submit" and "Reset" buttons. The footer contains links for "E-Forms", "Contact Us", "Search", "Local Offices", and "USDA Home".

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2 Program Requirements (Continued)

E Entering Data

Follow instructions in this table to enter data on the CCC-490 web-based application.

Step	Instructions
1	Enter producer ID number from manual CCC-490. (no spaces or dashes)
2	Enter the ID type from the Name and Address file for producer ID number entered in Step 1. (Choose 1 of the followings from the drop-down menu: <ul style="list-style-type: none">• Employer ID Number for Business• Government Agencies• IRS Identifying Number• Social Security Number• Temporary ID Number.
3	Enter the program year, 2003.
4	Select the applicant's administrative county from the drop-down menu. Note: If a multi-county office, all applicable counties will be indicated in the drop-down box.
5	After all information has been correctly entered, PRESS "Enroll/Update". Note: If information is incorrect, or if an error message is received after Enroll/Update" is entered, use the back browser arrow and then PRESS "Enter". "Reset" may be used to clear all previous entries before using "Enroll/Update". Begin process again with Step 1.

2 Program Requirements (Continued)

E Entering Data (Continued)

Following is an example of the HWWIP Screen for entering producer information.

Hard White Wheat Main Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address: http://localhost:9090/Hww/HwwControlsAgent?page_id=hww_select_service/request_type=display Go

Farm Service Agency Online **Hard White Wheat Incentive Program**

E-Forms Contact Us Search Local Offices USDA Home

Accessibility Statement

Producer Id: (Enter Producer Id without spaces or dashes.)

ID Type:

Program Year:

County:

Enroll/Update

Employer ID Number for businesses
Federal Agencies
IRS Identifying Number
Social Security Number
Temporary ID Number

E-Forms Contact Us Search Local Offices USDA Home

Start H... No... JZE... Exp... SQ... SQ... Ses... Mic... Local intranet 11:04 AM

3 CCC-490 Web-Based Application Process

A Producer's Information

Follow these steps to complete the CCC-490 application.

CCC-490, Part A – Producer's Information

After the producer ID, ID type, program year, and county have been entered, PRESS "Enroll/Update. The CCC-490 Application Screen will be displayed with County Office and producer information form-filled in Part A. The producer information is read from the Name and Address file. Farm, tract numbers, acreage, and applicant share data are form-filled for Parts B and C from data stored in the FSA-578 data file on the System 36.

B Application Information

CCC-490, Part B – Application Information

The user provides no entry in Part B. The printed CCC-490 will show the calculated "certified seed incentive application amount", and the "production incentive application amount" when the application is printed, after data is entered.

C Certified Seed Planted Acreage

CCC-490, Part C – Certified Seed Planted Acreage

The farm number and tract number are form-filled, according to FSA-578 data built according to subparagraph 2 A for all farms and tracts in the county with hard white wheat that have been certified on the FSA-578 by the applicant.

Note: The farm number and tract number entries cannot be modified by the user on the web-based CCC-490.

The "acres planted to eligible certified seed" field is form-filled with the **total planted** acres of hard white wheat certified by the producer on FSA-578 for the corresponding farm number and tract number. (This number may or may not be the applicant's actual certified seed acreage.)

Important: The user shall compare the form-filled "acres planted to certified seed" acre amount for each farm and tract number with the "acres planted to eligible certified seed" on the manual CCC-490, and shall override the form-filled acre amount on the web-based CCC-490 to equal the "acres planted to eligible certified seed" amount on the manual CCC-490.

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3 CCC-490 Web-Based Application Process (Continued)

C Certified Seed Planted Acreage (Continued)

The “applicant’s percent share in those acres number” field is form-filled from the FSA-578 with the applicant’s share certified on FSA-578 of planted hard white wheat acres for the corresponding farm number and tract number.

Important: The user shall compare the form-filled “applicant’s percent share in those acres number” share for each farm and tract number with the “applicant’s percent share in those acres number” on the manual CCC-490, and shall override the form-filled acre amount on the web-based CCC-490 to equal the “acres planted to eligible certified seed” amount indicated on the manual CCC-490.

Note: If the form-filled “applicant’s percent share in those acres number” is incorrect on the web-based CCC-490, the FSA-578 hard white wheat share acreage is also incorrect and must be corrected, according to 2-CP, paragraph 100.

The “gross application amount” will automatically be calculated by farm number and tract number by the CCC-490 web-based application, and will appear **by farm number and tract number**, as well as a separate entry for the “total certified seed incentive amount” **for the applicant** when the web-based CCC-490 is printed. The “total certified seed incentive amount”, equals the sum of all entries reported in “gross application amount” for each farm number and tract number.

D Production

CCC-490, Part D – Production

The “farm number” and “tract number” fields are form-filled, according to FSA-578 data on file in the County Office, for all farms and tracts in the county on which the applicant has “acres planted to eligible hard white wheat”.

Note: The “farm number and “tract number” entries cannot be modified by the user.

3 CCC-490 Web-Based Application Process (Continued)

D Production (Continued)

The “acres planted to eligible hard white wheat” field is form-filled with the total acres of hard white wheat certified by the producer on FSA-578 by farm and tract number.

Important: The user shall compare the form-filled “acreage planted to eligible hard white wheat” amount by farm and tract number with the “acres planted to eligible hard white wheat” on the manual CCC-490. If the form-filled acre number is different from the data on the manual CCC-490, override the form-filled acre number, only if the number of acres certified on the FSA-578 for the farm number and tract number are incorrect.

Note: If the form-filled “acres planted to eligible hard white wheat” number is incorrect on the web-based CCC-490, the acres of hard white wheat certified for the farm number and tract number on FSA-578 are also incorrect and must be corrected, according to 2-CP, paragraph 100.

The user shall enter the “eligible production bushels” amount from manual CCC-490, Item 16, for each farm number and tract number and enter the **total** number of eligible bushels in the “eligible production bushels” field.

The number of bushels entered on the manual CCC-490 shall have been determined eligible by COC, by having met the requirements provided in 1-DCP, subparagraph 551 B.

The “applicant’s percent share in those bushels” field is form-filled from the “applicant’s share in those acres number” entered in Part C of the web-based CCC-490.

The “gross application amount” field will automatically be calculated by farm number and tract number by the CCC-490 web-based application, and will appear by farm number and tract number, as well as a separate entry for the “total production amount” for the applicant when the web-based CCC-490 is printed. The “total production amount” equals the sum of all entries reported in “gross application amount” for each farm number and tract number.

3 CCC-490 Web-Based Application Process (Continued)

E COC Approval for Certified Seed

A date entry **is required** for all web-based CCC-490 applications, in the “certified seed application date (mm/dd/yyyy)” field, even if the “acres planted to eligible certified seed” is “0.0”.

The user shall enter the earlier of the date entered on the manual CCC-490, if the applicant has applied for the certified seed incentive, or the current date if the applicant has not applied for the certified seed incentive.

The date on the manual CCC-490, Item 22B shall be entered into the web-based CCC-490 in the “certified seed approval date (mm/dd/yyyy)” field, only if the “approval” box in Item 22C is checked.

F COC Approval for Production

The user shall enter the date on the manual CCC-490, Item 21B, in the MM-DD-YYYY format.

The date on the manual CCC-490, Item 23B shall be entered into the web-based CCC-490 in the “production incentive approval/disapproval date (mm/dd/yyyy)” field, only if the “approval” box in Item 23C is checked.

G Printing

The user may press "Print" to print the web-based CCC-490.

Note: Press “Print” to print the application, before pressing “Submit”, because the screen will have to be re-accessed through the producer ID after “Submit” is entered.

H Submitting Data

After printing CCC-490, PRESS “Submit” to enter the applicant’s CCC-490 data into the system for payment processing.

I Using Delete and Reset

Press “Delete” to delete the information on the application screen or press “Reset” to modify the data on the application screen.

J Payment Processing

After the web-based CCC-490 has been completed and submitted, the application is ready for payment processing.

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3 CCC-490 Web-Based Application Process (Continued)

K Example of Web-Based CCC-490



Hard White Wheat Incentive Program

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[Accessibility Statement](#)

CCC-490
(03-19-03)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation
HARD WHITE WHEAT PROGRAM APPLICATION

<p>COUNTY FSA OFFICE NAME AND ADDRESS</p> <p>MEDINA</p> <p>257 HWY 173 N</p> <p>HONDO TX 78861</p>	<p>COUNTY FSA OFFICE TELEPHONE NUMBER</p> <p>830-426-2013</p> <p>STATE CODE COUNTY CODE</p> <p>48 325</p>
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PART A – PRODUCER'S INFORMATION

<p>PRODUCER'S NAME AND ADDRESS</p> <p>LEWIS R. COLE JR.</p> <p>RR 1 BOX 107C</p> <p>NATALIA TX 78059</p>	<p>IDENTIFICATION NUMBER</p> <p>4496408825</p> <p>PRODUCER'S TELEPHONE NUMBER</p> <p>000-000-0000</p>
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PART B – APPLICATION INFORMATION

CERTIFIED SEED INCENTIVE APPLICATION AMOUNT	
PRODUCTION INCENTIVE APPLICATION AMOUNT	

PART C – CERTIFIED SEED PLANTED ACREAGE

FARM NUMBER	TRACT NUMBER	ACRES PLANTED TO ELIGIBLE CERTIFIED SEED	APPLICANT'S PERCENT SHARE IN THOSE ACRES NUMBER	GROSS APPLICATION AMOUNT
0000611	0000216	203.00	0.2500	

TOTAL CERTIFIED SEED INCENTIVE AMOUNT:

PART D – PRODUCTION (Enter Production by Tract)

FARM NUMBER	TRACT NUMBER	ACRES PLANTED TO ELIGIBLE HARD WHITE WHEAT	ELIGIBLE PRODUCTION BUSHEL	APPLICANT'S PERCENT SHARE IN THOSE BUSHEL	GROSS APPLICATION AMOUNT
0000611	0000216	203.00		0.2500	

TOTAL PRODUCTION AMOUNT:

CERTIFIED SEED APPLICATION DATE (mm/dd/yyyy): 08/01/2003	PRODUCTION INCENTIVE APPLICATION DATE (mm/dd/yyyy):
CERTIFIED SEED APPROVAL DATE (mm/dd/yyyy):	PRODUCTION INCENTIVE APPROVAL DATE (mm/dd/yyyy):

Submit
Print
Delete
Reset

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